



New Orleans Department of Finance

City of New Orleans

Table of Contents

- I. Cash Management
- II. Budgeting
- III. Procurement
- IV. Projects & Grants
- V. Property Tax
- VI. Vendor Management



SCOPE

Over the last twelve months, the City of New Orleans' Finance Department has focused on improving the business processes and increasing efficiencies throughout the organization. The improvements are concentrated in specific areas including cash management, budgeting, projects and grants, property tax management and vendor management. Combined with the implementation of updated technology such as BRASS System (Budget Requisition and Accounting Services System), Cashiering System and the Property Tax Bill System, the business process will transform the way the CNO conducts business.

I. CASH MANAGEMENT

Improvement/Why It Matters

- Improved daily cash reconciliation
- Better decision making for investment opportunities
- Faster access to reporting data and accounting information
- Customizable to business needs
- Improved security and controls around cash and data

II. BUDGET

Improvement/Why It Matters

- Improve the development of a budget and justify budget requests
- Provide accurate data predicting upcoming expenses
- Document how the plan will be followed on a monthly basis and give detail specifics of revenue and expenditures
- Provide the data to support the company's financial direction for 3-5 years
- Automate the annual budget process providing a clear financial view of the organization

III. PROCUREMENT

Improvement/Why It Matters

- Standardization of processes and control including workflows, forms, approval for purchase orders, request for quotes, and request for proposals.
- Improves transparency, controls requisitions, purchase orders, and allows for all payment information to be stored in a centralized location.
- Eliminate duplicate orders, improve tracking, provide accurate and updated inventory.
- Increase productivity by improving efficiency - reducing the amount of time required to complete business processes such as ordering, invoicing, approvals and payments.

IV. PROJECTS & GRANTS

Improvement/Why It Matters

- Improve the projects and grant management process and lifecycle
- Reduce time spent on administrative tasks, such as creating a project, approval process and funding allocations
- Automation of post award processes and notification, ensuring compliance and timeliness
- Accuracy and consistency during the review process
- Organize all information in one place
- Generate the appropriate financial reports required by grant agencies

V. PROPERTY TAX

Improvement/Why It Matters

- Increase employee productivity by:
 - automating most manual activities
 - removing silo work functions
- Increases accuracy for billing and distributions
- Reduce compliance gaps by reducing the amount of time used for audits
- All users will have access to pull reports instead of a few authorized users.
- Enhances information transmission

VI. VENDOR MANAGEMENT

Improvement/Why It Matters

- Increase efficiency with a centralized repository for all vendor information
- Identify and manage or mitigate risk based on the data obtained from vendors versus the data required
- Increase vendor performance with metrics
- Improve invoice payment to vendors utilizing enhanced vendor/supplier portal
- Increased administrative efficiencies by allowing suppliers to participate in receiving RFPs and submitting responses electronically via the vendor/supplier portal